



DEPARTMENT OF THE NAVY  
NAVAL AMPHIBIOUS BASE LITTLE CREEK  
2600 TARAWA COURT SUITE 100  
NORFOLK, VIRGINIA 23521-3297

IN REPLY REFER TO:

NAVPHIBASELCREEKINST 11014.2N

• N01PWC

08 AUG 2000

NAVPHIBASELCREEK INSTRUCTION 11014.2N

Subj: BASE APPEARANCE

Ref: (a) NAVPHIBASELCREEKINST 11016.1P  
(b) NAVPHIBASELCREEKINST 4010.2F  
(c) NAVPHIBASELCREEKINST 11000.1E

1. Purpose. To assign areas of responsibility for base appearance and cleanliness. This constitutes a major revision to the previous instruction; therefore, individual paragraph markings noting changes, additions, deletions, or changes are not individually marked.

2. Cancellation. NAVPHIBASELCREEKINST 11014.2M is hereby cancelled.

3. Background. The appearance and cleanliness of Naval Amphibious Base Little Creek (NAVPHIBASE LCREEK) is a direct reflection upon the Navy and its people. Maintaining a clean and attractive base is an all-hands effort that reflects the pride and dedication of all Navy men and women.

4. Policy

a. Areas of responsibility shall be maintained to present an appearance which reflects pride in the Naval service. Ground vegetation in improved areas will be maintained not to exceed four inches in height. Improved areas shall be policed daily as required to ensure proper disposal of litter. Outside storage areas shall be maintained in a neat and orderly manner. All areas shall be inspected monthly by the responsible activity to ensure appropriate levels of appearance and to identify maintenance deficiencies.

b. NAVPHIBASE LCREEK Department Heads/Storefront Managers and resident commands are responsible for base appearance and cleanliness in the immediate vicinity of their assigned facility/facilities. Immediate vicinity is defined as the surrounding area out to 50 feet or normally at the midpoint in the case of adjacent facilities closer than 100 feet. Common areas are the responsibility of the Commanding Officer, NAVPHIBASE LCREEK.

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c. Boundaries are generally delineated by obvious demarcations such as fence lines, center lines of roadways, center lines of drainage swales, edges of buildings, or extensions of building lines. Areas of responsibility may not exactly coincide with the obvious boundary line. A mutually agreed boundary between adjoining activities is preferred, however, if mutual agreement cannot be reached, the boundary line will be as determined by the Commanding Officer, NAVPHIBASE LCREEK.

d. Areas of responsibility are for the purpose of base appearance and cleanliness only and are not to be construed as delineating land or facility ownership, facility maintenance responsibilities, control of parking assignments, or authority to install or revise any traffic safety markings or signs. Furthermore, areas of responsibility are not to be construed as nullifying any provisions of licenses, Intra-Service Support Agreements, Memorandums of Understanding or other host-tenant agreements, nor in any way abrogating the responsibilities housing occupants have for upkeep and appearance of their areas of responsibility.

## 5. Action

a. NAVPHIBASE LCREEK Department Head/Storefront Managers and resident/tenant commands are responsible for base appearance and cleanliness. These responsibilities include the following:

(1) Mowing, cutting, and edging of grass and vegetation as appropriate. This provision is not applicable to areas maintained by contract services; however, contract services may not provide the required level of service (raking of leaves and cuttings as required).

(2) Policing all litter, debris, and trash and ensuring the proper disposal of same.

(3) Sweeping sidewalks, gutters, and other surfaced areas too restrictive or congested for operation of a mechanical street sweeper.

(4) Trimming hedges and shrubs.

(5) Preventing the accumulation of equipment and materials which detract from base appearance and ensuring the proper removal of all equipment or material to the appropriate storage or disposal facility.

(6) Maintaining outside storage areas in a neat and orderly manner.

(7) Complying with the guidelines and regulations contained in this instruction.

b. The Public Works Storefront Manager shall acquire grounds maintenance contract services, as required, and monitor base appearance related to grounds maintenance, new facility construction, or other changes as appropriate.

c. Plant/Minor Property Disposal. Plant Property shall not be disposed of without prior approval. In accordance with guidance contained in reference (a), equipment no longer required can be turned in at Defense Reutilization and Marketing Office (DRMO), South Annex, Norfolk. Equipment that is beyond economical repair, scrap metal and/or cannibalized equipment can be turned in at DRMO Camp Allen, Norfolk. Users of all types of pallets should ensure that all pallets not needed are turned in at building 3090 in accordance with reference (b).

7. Self Help. Facility maintenance and repair and grounds improvements may be accomplished as self help projects. Materials and tools are available from the Public Works Storefront Self Help Center. Reference (c) provides specific guidance on the Self Help program.

  
W. C. WRIGHT, Sr.

Distribution:

NAVPHIBASELCREEKINST/REGPUBSAFETINST 5216.2P

List IA, IB (1, 1A, 2, 2A, 3, 3A, only), IC, ID - Case A

List II

Stocked by:

Commanding Officer

Naval Amphibious Base Little Creek

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